

**GOVERNMENT OF ANDHRA PRADESH  
REVENUE (DM.IV) DEPARTMENT**

**Letter No. 28815/DM-SDMA/2008**  
**23.06.2008**

**Dated:**

From  
Commissioner for Disaster Management &  
E.O. Prl., Secretary to Government.  
Revenue (DM) Department,  
A.P. Secretariat, HYDERABAD.

To  
The M/s Sankalpa Enterprises,  
Hyderabad.

Sir,

Sub:- SDMA Revenue (DM.IV) department - SDMA -  
Certain Stationary Items Supply - Reg.

\*\*\*\*\*

I am directed to request you kindly arrange to supply the  
following items immediately for the use of Spl.Commissioner, State  
Disaster Management Authority.

- |     |                                     |     |
|-----|-------------------------------------|-----|
| 1   | Cell phone                          |     |
| 2   | Hired Vehicle                       |     |
| 3   | Name Plate                          |     |
| 4   | File Rack (Alma rah )               |     |
| 5   | Stamp (Name) & ( without name)      |     |
| 6   | Letter Head                         |     |
| 7   | Landline Phone instrument           |     |
| 8   | Towels (2)                          |     |
| 9   | Napkins(2)                          |     |
| 10  | Cup & Saucer                        |     |
| 11  | Calling bell                        |     |
| 12  | Doormat                             |     |
| 13  | Door curtain                        |     |
| 14  | Wall Clock                          |     |
| 15  | Flower Wases (2 nos)                |     |
| 16  | Wall Decorator Photo Frames (2 nos) |     |
| 17. | Writing Pad -                       | 1   |
| 18. | Computer Stool (for CPU's)          | - 2 |
| 19. | Tea Cattle                          |     |

Yours faithfully,

for Commissioner for Disaster Management &  
E.O. Prl., Secretary to Government.

**SDMA**  
**Revenue (DM.IV) Dept.,**

**Letter No. /DM.IV/2008**  
**Dated: .06.2008**

To  
Managing Director,  
SETWIN  
Hyderabad.

Sir,

Sub:- SDMA Revenue (DM.IV) department - Certain  
Stationary Items Supply - Reg.

\*\*\*\*\*

I am directed to request you kindly arrange to supply the  
following items immediately for the use of Spl.Commissioner, State  
Disaster Management Authority.

1.	White Papers	5 Bundles
2.	Xerox papers(A4 Size)	5 Bundles
3.	Xerox Papers (F/Size)	5 Bundles
4.	Pencils	5 Boxes
5.	Spiral Note Books	1 Packet
6.	Writing Rock	1
7.	File Boards	50
8.	Plastic Folders	25
9.	Tappal Pads	2 Nos
10.	Brown Sheets	10 Nos
11.	Ink Jet Toner Cartridge F 380	(for PA to Spl.Commr)
12.	LaserJet Toner Cartridge	2 Nos

Yours faithfully,

**SDMA**  
**Revenue (DM) Dept.,**

**STATIONARY ITEMS**

1.	White Papers	5 Bundles
2.	Xerox papers(A4 Size)	5 Bundles
3.	Xerox Papers (F/Size)	5 Bundles
4.	Pencils	5 Boxes
5.	Spiral Note Books	1 Packet
6.	Writing Rock	1
7.	File Boards	50
8.	Plastic Folders	25
9.	Tappal Pads	2 Nos
10.	Brown Sheets	10 Nos
11.	Ink Jet Toner Cartridge F 380	(for PA to Spl.Commr)
12.	LaserJet Toner Cartridge	2 Nos

Spl.Commissioner  
SDMA  
Revenue (DM) Dept.,

**SDMA**  
**Revenue (DM) Dept.,**

### **Note**

Kindly provide the following items for office purpose.

1. Battery cell - 06 Nos.
2. Tube lights - 03 Nos.
3. Cartridge - 22 colour & 21 Plain
4. Mouse pad - 01 nos.
5. Pens - 06 Nos.
6. Pen drive - 03 Nos.

Spl. Commissioner,  
SDMA  
Revenue (DM) Dept.,

**Revenue (DM.IV) Dept.,**

**Letter No.25778/DM.IV/2008**

**Dated: .11.2008**

To  
The Bright Enterprises,  
Boyunpally,  
Secunderabad.

Sir,

Sub:- Revenue (DM.IV)Department - Supply of certain Stationary items for the use of Addl. Commissioner for Disaster Management & Revenue (DM) Department - Regarding.

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I am directed to request you to arrange to supply the following items immediately for the use of Addl., CDM & Rev (DM.IV) Department.

1.	Dinner Set	1
2.	Cup & Saucer Set	1
3.	Glasses	6
4.	Steel Spoons (Small & Big)	3+3=6
5.	Tray	1
6.	Hand Wash (Dettol)	1
7.	Soaps	2
8.	Combs	2
9.	Towels	2
10.	Napkins	2
11.	File Bag	1
12.	Gel Pens(Green, Red, Black, Blue)	Each 5
13.	Plastic Folders	50
14.	Calling bell	1
15.	Pens Black	1 Packet
16.	Sharpeners	1 Box
17.	Tissue Papers(ordinary)	5 packets
18.	Milk Powder	5 packets
19.	White Fluid	2 Boxes
20.	Stapler (Big)	2
21.	Cartridge 12A	2
22.	Tappal Pads	5

Contd....2.....

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24.	Floppies	2 boxes
25.	T.R.'s	5
26.	File Boards	200

27.	Short Hand Books	20
28.	Registers	5
29.	Plastic Spoons	2 packets
30.	Face Tissue Boxes	5
31.	Prill	3
32.	Suger Cubs	5
33	Tee Dips	5
34.	Writing pads	2

I am also directed to request you to furnish the Bills in triplicate along with the Advanced Stamp Receipt for taking necessary action.

Y/F

**Revenue (DM.IV) Dept.,**

**C.No.25778/DM.IV/2008**

This file relates to obtain stationary items for the use of Revenue(DM) Deptt for the month of November,2008.

Please see the Indent of the stationary items received from Addl. Commissioner & other sections herewith they have requested to provide certain stationary items some of the items which are available in the store room have been handed over to the sections and the following items which are not available in the section may obtained from the supplier.

1.	Dinner Set	1
2.	Cup & Saucer Set	1
3.	Glasses	6
4.	Steel Spoons (Small & Big)	3+3=6
5.	Tray	1
6.	Hand Wash (Dettol)	1
7.	Soaps	2
8.	Combs	2
9.	Towels	2
10.	Napkins	2
11.	File Bag	1
12.	Gel Pens(Green, Red, Black, Blue)	Each 5
13.	Plastic Folders	50
14.	Calling bell	1
15.	Pens Black	1 Packet
16.	Sharpeners	1 Box
17.	Tissue Papers(ordinary)	5 packets
18.	Milk Powder	5 packets
19.	White Fluid	2 Boxes
20.	Stapler (Big)	2
21.	Cartridge 12A	2
22.	Tappal Pads	5

Contd....2.....

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24.	Floppies	2 boxes
25.	T.R.'s	5
26.	File Boards	200

27.	Short Hand Books	20
28.	Registers	5
29.	Plastic Spoons	2 packets
30.	Face Tissue Boxes	5
31.	Prill	3
32.	Suger Cubs	5
33	Tee Dips	5
34.	Writing pads	2

Submitted for orders, a draft letter is submitted below for approval.



**Note**

Kindly provide the following items for office purpose.

Sl.No.	Items	Quantity
1.	Big Stapler	1 No.
2.	Big Stapler Pins	2 Boxes
3.	Binder clips Big Small	3 Boxes 3 Boxes
4.	Flags	1 Set
5.	Highlighters	1 Set
6.	All pins	1 Box
7.	Tea Bags	2 Nos.
8.	Paper Bundles A4 Size Land scape	2 bundles 2 bundles
9.	Folders	50 Nos.
10.	Hp Laser Jet - 36- A Catridge	2 Nos.
11.	Extension Box	1 No.
12.	Calling Bell cells	6 Nos.

Spl. Commissioner,  
SDMA  
Revenue (DM) Dept.,

**Letter No.47876/DM.IV/2008**  
**Dated:27.11.2008.**

From  
The Additional Commissioner for Disaster Management,  
Revenue(DM)Department,  
AP, Secretariat,  
Hyderabad.

To  
The Sankalpa Enterprises,  
Hyderabad.

Sir,

Sub:- SDMA Revenue (DM.IV) department -  
Supply of certain Stationery Items Supply -  
Reg.

\*\*\*\*\*

I am directed to request you to arrange to supply the following items immediately for use of Spl.Commissioner, State Disaster Management Authority, Revenue (Disaster Management) Department.

Sl.N o.	Items	Quantity
1.	Big Stapler	1 No.
2.	Big Stapler Pins	2 Boxes
3.	Binder clips Big Small	3 Boxes 3 Boxes
4.	Flags	1 Set
5.	Highlighters	1 Set
6.	All pins	1 Box
7.	Tea Bags	2 Nos.
8.	Paper Bundles A4 Size Land scape	2 bundles 2 bundles
9.	Folders	50 Nos.
10.	Hp Laser Jet - 36- A Catridge	2 Nos.
11.	Extension Box	1 No.
12.	Calling Bell cells	6 Nos.
13.	HpDeskjet f 380 Printer cartridge 21 Black & 22 Colour)	2 Nos.
14	Milk Powder	2 Packets
15	Sugar cubes	2 packets

Yours sincerely,

for Additional Commissioner of Disaster  
Management

**ABSTRACT**

Stationery Items - Expenditure incurred towards the purchase of Stationary for the use of Spl.Commissioner, SDMA Revenue (DM) Department- Sanction of an amount of Rs.25,660/- -Orders - Issued.

SDM

Revenue (Disaster Management.IV) Department

**G.O.Rt.No.  
following:**

**Read the**

**Dated: .01.2009**

Ref:- 1. G.O.Ms.No. 148, Finance & Planning Dept.  
dated 21.10.2008  
2. Letter No. 31634/DM.IV/08 dated:  
24.06.2008,  
Letter No.40860/DM.IV/08, dated: 19-08-  
2008 &  
Letter No.47826/DM.IV/08, dated:23-09-  
2008.  
3. From Managing Director, Setwin,  
Hyderabad,  
Bill No.1045 dated 24.12.2008, Bill  
No.1043,  
dated:24-12-2008 & Bill  
No.1044,dated:24-12-08.

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**ORDER:**

Sanction is hereby accorded for payment of Rs 25,660/- (Rupees Twenty five thousand six hundred and sixty only) to the Managing Director, Setwin, Hyderabad, towards supply of the Stationary items for the use of Spl.Commissioner, SDMA Revenue (Disaster Management) Department.

2. The amount of expenditure sanctioned in para (1) above shall be debited to the following Head of Account:-

“MH 2245 - Relief on Account of Natural Calamities - 80  
General - MH - 102 - Management of Natural Disaster  
Contingency Plan in Disaster Prone Areas - SH (05) State  
Disaster Management Authority - 130 - Office Expenses - 132  
- Other Office Expenses.”

3. The Revenue (DM.IV-Claims) Department shall draw the amount sanctioned in Para(1) above and obtain a cheque in favour of “Managing Director, Setwin, Hyderabad,,” and disburse the same at early date.

4. This order does not require the concurrence of Finance (FW) Department as per the orders in force, on the subject.

To  
The Managing Director,  
Setwin,Hyderabad.  
Dy.P.A.O, Secretariat Branch, Hyderabad.  
Revenue (DM.IV-Claims) Department  
The Revenue (DM.Accts.I) Department  
SF/Sc

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Expenditure incurred towards purchase of Internet cord(Idea) for the official use of Spl.Commissioner, SDMA in Revenue (DM) Department- Sanction of an amount of Rs.2,950/- - Orders - Issued.

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Revenue (Disaster Management.IV) Department

**G.O.Rt.No.36**  
**following:**

**Read the**

**Dated:07.02.2009**

Ref:- 1. G.O.Ms.No. 148, Finance & Planning Dept.  
dated 21.10.2008.  
2. A Note from Spl.Commr., SDMA,  
Dt:13-11-2008.  
3. From Bright Enterprises, Stationery  
Suppliers  
Secunderabad, Bill No.16, dated:16-01-  
2009.

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**ORDER:**

Sanction is hereby accorded for payment of Rs 2,950/- (Rupees Two thousand nine hundred and fifty only) to M/s. Bright Enterprises, Bowenpally, Secunderabad towards supply of Internet card (Idea) to be connected to the Laptop being used by the Spl.Commissioner, SDMA, in Revenue (Disaster Management) Department.

2. The amount of expenditure sanctioned in Para (1) above shall be debited to the following Head of Account:-

“MH 2245 - Relief on Account of Natural Calamities - 80  
General - MH - 102 - Management of Natural Disaster  
Contingency Plan in Disaster Prone Areas - SH (05) State  
Disaster Management Authority - 130 - Office Expenses - 132  
- Other Office Expenses.”

3. The Revenue (DM.IV-Claims) Department shall draw the amount sanctioned in Para (1) above and obtain a cheque in favour of “M/s. Bright Enterprises, Bowenpally, Secunderabad,” and disburse the same at early date.

4. This order does not require the concurrence of Finance (FW) Department as per the orders in force, on the subject.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**G.RAVI BABU,**  
**Additional Commissioner &**  
**E.O.Dy.Secy.to Govt.,**

To  
M/s. Bright Enterprises, Bowenpally, Secunderabad.  
Dy.P.A.O, Secretariat Branch, Hyderabad.  
Revenue (DM.IV-Claims) Department  
The Revenue (DM.Accts.I) Department  
SF/Sc

//FORWARDED BY ORDER//

**SECTION OFFICER**

**Revenue(DM)Department**

**C.No.47826/DM.IV/08**

**O.N.**

Ref:- 1. G.O.Ms.No. 148, Finance & Planning Dept.  
dated 21.10.2008  
2. Letter No. 31634/DM.IV/08 dated:  
24.06.2008,  
Letter No.40860/DM.IV/08, dated: 19-08-  
2008  
& Letter No.47826/DM.IV/08, dated:23-09-  
08.  
3. From Managing Director, Setwin,  
Hyderabad,  
Bill No.1045 dated 24.12.2008, Bill  
No.1043,  
dated:24-12-2008 & Bill No.1044, dated:24-  
12-08.  
4. From Bright Enterprises, Secunderabad,  
Bill No.16, dated:16-01-2009.

\*\*\*\*\*

Please see the stationery bills (in original) received from the Setwin, Hyderabad towards supply of stationery items to for the official use of Spl. Commr. SDMA, of Revenue(DM)Department for the year, 2008 at P 23 cf, 29 cf, P 37 and PP 45-73 cf.

An amount of Rs.25,660/- (Rupees twenty five thousand six hundred and sixty only) has to paid to SETWIN, Hyderabad towards the above bills of stationery items.

Submitted for orders, whether an amount of Rs.25,660/- has to be sanctioned and a cheque has to be paid to the SETWIN, Hyderabad.

Further it is submitted that, these bills were handed over in the section to the S.O.(DM.IV) in the last week of December by the A.S.O., Mr.Prakasa Rao, on his transfer from DM.IV section. Due to public holidays and other urgent works to be attended to, the bills are delayed in putting up at section level. Kindly oblige for the delay at section level.

Also see the bills (in original) submitted by M/s. Bright Enterprises, for an amount of Rs.2,950/- towards purchase of Internet card of Idea Cellular Co., Hyderabad (connected to his laptop) at PP 77-83 cf.

Submitted for orders whether an amount of Rs.2,950/- may be sanctioned and paid to the M/s.Bright Enterprises, Bowenpally, Secunderabad towards payment of Internet card of Idea Cellular



Co., to the laptop supplied to Special Commissioner, SDMA for the official use.

Subject to orders a two separate draft G.O.'s are put up below for approval.

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Internet - Expenditure incurred towards the Internet to the Laptop for the use of Spl.Commissioner, SDMA Revenue (DM) Department for a period of 27-12-2008 to 26-01-2009- Sanction of an amount of Rs.812/- - Orders - Issued.

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Revenue (Disaster Management.IV) Department

**G.O.Rt.No.66**  
**following:**

**Read the**

**Dated:07.03.200**

**9**

Ref:-1. G.O.Rt.No.36, Revenue(Disaster Management)  
Dated:07-02-2009.

2. From Idea Cellular Limited, Invoice No.090100355770,  
Dt:27-01-2009.

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**ORDER:**

Sanction is hereby accorded for payment of Rs 812/- (Rupees Eight hundred and twelve only) to "M/s. Idea Cellular Limited, Hyderabad" towards monthly rental charges of Internet to the Laptop for a period from 27-12-2008 to 26-01-2009 for the use of Spl.Commissioner, SDMA, Revenue (Disaster Management) Department.

2. The amount of expenditure sanctioned in Para (1) above shall be debited to the following Head of Account:-

"MH 2245 - Relief on Account of Natural Calamities - 80  
General - MH - 102 - Management of Natural Disaster  
Contingency Plan in Disaster Prone Areas - SH (05) State  
Disaster Management Authority - 130 - Office Expenses - 132  
- Other Office Expenses."

3. The Revenue (DM.IV-Claims) Department shall draw the amount sanctioned in Para (1) above and obtain a cheque in favour of "M/s. Idea Cellular Limited, credit control Department, K.L.K. Estate, Fateh Maidan Road, Hyderabad-01," and disburse the same at early date.

4. This order does not require the concurrence of Finance (FW) Department as per the orders in force, on the subject.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**G.RAVI BABU,**  
**Additional Commissioner &**  
**E.O.Dy.Secy.to Govt.,**

To  
M/s. Idea Cellular Limited, credit control Department,

K.L.K. Estate, Fateh Maidan Road, Hyderabad-01.  
Dy.P.A.O, Secretariat Branch, Hyderabad.  
Revenue (DM.IV-Claims) Department  
The Revenue (DM.Accts.I) Department  
SF/Sc

//FORWARDED BY ORDER//

**SECTION OFFICER**

**C.No.47826/DM.IV/08**  
**Revenue(DM)Department**

**O.N.**

Sub:-Supply of Internet card (Idea) to Spl.Commr.SDMA, -  
Regarding.

Ref:-1. Note received from Spl.Commr., SDMA, Rev.(DM)Dept  
Dt:13-11-2008.  
2. From Idea Cellular Limited, Invoice No.090100355770,  
Dt:27-01-2009.

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Please see the bill received from M/s. Idea Cellular Limited, credit control Department,K.L.K. Estate, Fateh Maidan Road, Hyderabad, with its enclosures at Pg.No.1-5 cf towards rental charges of Internet card (Idea).

The Idea Cellular Limited has sent a bill for the Internet card (Idea) connected to the Laptop of the Spl.Commr., SDMA towards monthly rental charges for a period from 27-12-2008 to 26-01-2009 for the Official use of Special Commissioner, SDMA, Revenue(DM)Department for an amount of Rs.812/-.

It is for consideration and orders whether the amount of Rs.812/- may be paid to the Idea Cellular Limited, credit control Department,K.L.K. Estate, Fateh Maidan Road, Hyderabad-01. towards the Internet card(Idea) user and monthly rental charges etc., for the official use of Special Commissioner, SDMA, Rev(DM)Dept.,

Subject to Orders, a draft order is put up for approval.

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Stationery Items - Expenditure incurred towards the purchase of Stationary for the use of Spl.Commissioner, SDMA Revenue (DM) Department- Sanction of an amount of Rs.25,660/- -Orders - Issued.

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SDMA Revenue (Disaster Management.IV) Department

**G.O.Rt.No.  
following:**

**Read the**

**Dated: .04.2009**

Ref:- 1. G.O.Ms.No. 148, Finance & Planning Dept.  
dated 21.10.2008  
2. Letter No. 31634/DM.IV/08 dated:  
24.06.2008,  
Letter No.40860/DM.IV/08, dated: 19-08-  
2008  
& Letter No.47826/DM.IV/08, dated:23-09-2008.  
3. From the Managing Director, Setwin,  
Hyderabad,  
Bill No.1045 dated 24.12.2008, Bill  
No.1043,  
dated:24-10-2008 & Bill No.1044,dated:24-12-  
08.

\*\*\*\*\*

**ORDER:**

Sanction is hereby accorded for payment of Rs 25,660/- (Rupees Twenty five thousand six hundred and sixty only) to the Managing Director, Setwin, Hyderabad, towards supply of the Stationery items in the month of June, August and September, 2008

for the use of Spl.Commissioner, SDMA Revenue (Disaster Management) Department.

2. The amount of expenditure sanctioned in para (1) above shall be debited to the following Head of Account:-

“MH 2245 – Relief on Account of Natural Calamities – 80  
General – MH – 102 – Management of Natural Disaster  
Contingency Plan in Disaster Prone Areas – SH (05) State  
Disaster Management Authority – 130 – Office Expenses – 132  
– Other Office Expenses.”

3. The Revenue (DM.IV-Claims) Department shall draw the amount sanctioned in Para(1) above and obtain a cheque in favour of “Managing Director, Setwin, Hyderabad,,” and disburse the same at early date, after deducting the TDS payable to Income Tax Department.

4. This order does not require the concurrence of Finance (FW) Department as per the orders in force, on the subject.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**G.RAVI BABU,**  
**Additional Commissioner for Disaster**  
**Management**  
**& E.O.Dy.Secy.to Govt.**

To  
The Managing Director,  
Setwin,Hyderabad.  
Dy.P.A.O, Secretariat Branch, Hyderabad.  
Revenue (DM.IV-Claims) Department  
The Revenue (DM.Accts.I) Department  
SF/Sc

//FORWARDED BY ORDER//

**SECTION OFFICER**